REVISED FORMAT FOR CREDITORS MATRIX

In order to insure that the cases you file can be properly read by the optical scanner, we ask that you observe the following guidelines:

1. Lists must be typed using the Courier 10 or Prestige Elite pitch typeface or print style. <u>The pitch selector must be set the same as the typeface/printwheel used</u>.

2. Lists should be typed in a single column.

   The reason the addresses must be in a single column is because the optical character reader scans the material automatically from left to right, line by line.

3. Lists must be typed so that no letters are closer than one (1) inch from any edge of the paper. (Top, bottom and left and right side margins)

4. Each name/address must consist of no more than five (5) lines, with at least two (2) blank lines between each of the name/address blocks.

5. Each line must not exceed 35 characters in length.

6. DO NOT include the following people (who were formerly required on creditor matrices). They will be retrieved automatically by the computer for noticing from other areas of the database.

   Debtor

   Joint Debtor

   Attorney for the Debtor(s)

MATRIX TEMPLATE

This guide can be used over and over. **DO NOT DESTROY**.

Place plain bond paper in front of guide. Heavy black lines will show through. Type Name/Address on
the plain sheet of paper within black lines.

DO NOT include the following people, they will automatically be retrieved from the computer database: **Debtor(s), Attorney for the Debtor(s).**

Things to Avoid

Using incorrect typeface or print style. Use only the Courier 10 and Prestige Elite typeface or print style. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch typestyle/pitch.

Making extra marks on the matrix - such as dates, debtor(s) name, pencil marks.

Poor quality type caused by using exhausted typewriters or ribbons or using fabric ribbons.

Misaligned lists caused by improper alignment when making corrections.

Typing creditor information in upper case only (All capital letters). Type in upper and lower case as you would on a letter.

Typing zip codes on any address line other than the last line. DO NOT type attention lines or account numbers on the last line; put this information on the second line of the name/address if needed.

THINGS TO AVOID

The following problems will prevent your lists from being read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form:

1. Using incorrect typeface or print style. Use only the Courier 10 and Prestige Elite typeface or print style. <u>Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch typestyle/element</u>.

2. Making extra marks on the list - such as letterhead, dates, debtor(s) name, coffee stains, handwritten marks.

3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter/ribbon, or using a typewriter with a fabric ribbon.

4. Using unreadable typeface or print styles such as proportionally-spaced fonts, dot-matrix printing, or exotic fonts (such as Olde English or Script). Use only Courier 10, Prestige Elite typefaces or print styles.

5. Misaligned lists caused by improper alignment when making corrections.

6. Use of non-standard paper such as onion-skin, half-sized paper, or colored paper.

7. Typing creditor information in upper case only (all capital letters). Type in upper and lower case as you would on a letter.

8. Typing zip codes on any address line other than the last line. Nine digit zip codes must be typed with a hyphen separating the two groups of digits. DO NOT type attention lines or account numbers on the last line; put this information on the second line of the name/address if needed.

    DO NOT type on the Template, use it only as a guide for proper format of matrix.